



HRO-12-08  
15 August 2012

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**Attention all: HRO will be moving to the new JFHQ building effective 10-21 September. During this time, services may be limited. New phone numbers will be published in the September HRO bulletin.**

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##### **AIR**

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## Technician Personnel

### **Technician Branch Staff:**

<b>Technician Branch Manager</b>	MAJ Paul Borzekofski	x7116
<b>Classification/Manpower</b>	SMSgt Deb Burling	x7125
<b>Recruitment, Staffing &amp; Pay</b>	Ms. Denise Anderson	x7109
<b>Benefits &amp; Services</b>	Ms. Deb Tankesley	x7118
	MSgt Jody Kouma	x7127
	SSG Christine Braun	x7110
<b>Training / Career Development</b>	Ms. Diane Voichoski	x7126
	SSG Tonya Wagner	x7129

**“NEW” - Information Site (HRO website):** <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

### **Federal Length of Service Awards (AUG):**

Technicians become eligible for recognition when they complete ten (10) years of creditable Federal service. Creditable service includes all service used in establishing the technician's leave service computation date which includes active duty military and temporary federal employment. This award is presented in five (5) year increments.

10 Years:	Theodore Parent (ANG)
	James Nordman (ARNG)
15 Years:	Lyle Schluterbusch (ARNG)
20 Years:	Cory Languis (ARNG)
25 Years:	Warren Goodbrod (ANG)
	Michael Nagasawa (ARNG)
30 Years:	Marlon Timm (ARNG)

### **Federal Employee Retirements:**

None

### **Leave & Retirement Service Computation Date:**

Military deposits do not change your Leave SCD.

Creditable military service is included in the Leave SCD without a deposit. A military deposit adds years, months and days of credit towards your Retirement SCD which is adjusted when proof is received that the period was paid in full. Your service computations dates can be found on MyBiz under “Personal” then click on “Show” under the row titled “Details”

The date found in block #31 of your SF-50 is your Leave Service Computation Date (SCD). Annual leave accrual each pay period is determined by this date. The date is computed by using the years, months and days of your creditable federal service which includes all federal employment and active military service. (Example: Appointed to Federal position 12 Dec 10, Title 10 military duty 10 Jan 07 – 09 Jan 09 (2 yrs) would adjust to a Leave SCD of 12 Dec 08)

Annual leave is accrued each pay period based on the Leave SCD:

Less than 3 yrs	4 hours
3yrs.but less than 15 yrs	6 hours (10 hours in last pay period each yr)
15 yrs or more	8 hours

### **Retirement Readiness Tips (OPM):**

Social Security Estimated Benefit Statements Online

If you currently have enough Social Security credits to qualify for benefits, you can use the Retirement Estimator for a retirement estimate based on current law and real time access to your earnings record.  
<http://www.socialsecurity.gov/estimator/>

**Designation of Beneficiaries: (VERY IMPORTANT):**

As a Federal employee, there are four areas of concern when reviewing benefits in the event of death: This is very important, especially for single parents. You may choose to make separate designations for each.

1. Unpaid Compensation (Includes pay check and annual leave) – SF 1152.
2. Federal Employees Group Life Insurance Coverage (FEGLI) - SF 2823.
3. Retirement (CSRS/FERS) - SF 3102.
4. Thrift Savings Plan (TSP) – TSP-3 (Send directly to TSP)

Forms located at - [www.abc.army.mil/retirements/BeneficiaryForms.htm](http://www.abc.army.mil/retirements/BeneficiaryForms.htm)

When you complete these documents they must be forwarded to HRO-Tech Svcs to be included in your Official Personnel Record (OPF).

If questions or assistance contact HRO-Tech Svcs, Ext 7127, 7110 or 7118.

A designation of a beneficiary for any of these benefits is NOT mandatory. Payment of all or any part of your benefits, for which there is no designated beneficiary in place at the time of death, will be made to the person or persons who survive you in order of precedence established by law.

Order of Precedence: The proceeds will be paid out in the following order:

1. Properly designated beneficiary or beneficiaries; if there is no such designation in writing then to;
2. Surviving spouse; if there is not surviving spouse, then to;
3. Surviving child(ren), divided equally; if there are no surviving children then to;
4. Surviving parents; if none, then to;
5. The Executor or Administrator of your estate; if none, then to;
6. Any surviving next of kin in accordance with the laws of the State of domicile at the time of death.

If you have made out a will, it DOES NOT take precedence over any forms already on file in your OPF. Divorce or remarriage DO NOT change the designation -- YOU MUST CANCEL OR SUBMIT A NEW FORM.

FEGLI cannot pay benefits to a minor. They will pay a court-appointed guardian, if one. A mother or father are not automatic guardians.

[www.opm.gov/insure/life/reference/handbook/design2.asp](http://www.opm.gov/insure/life/reference/handbook/design2.asp)

FERS/CSRS Retirement Fund is for "lump sum" purposes only and does not affect the right for survivor annuity benefits.

**TSP Roth:** <https://www.tsp.gov/whatsnew/roth/compareRoth.shtml>

**FY 2012 Technician DTS Authorization Deadline: 22 August 2012:**

Are you thinking about going to a conference or training event which will require you to travel between now and the end of Sep 2012 (FY12)? If so, your authorization needs to be entered in DTS before 22 Aug 2012. You may make minor changes to your authorization after that date but it's critical to have your authorization in DTS by the deadline.

Please also enter your FY 13 DTS authorizations so we have visibility of projected travel events and may prioritize effectively.

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## Human Resources Information Systems (HRSIS)

### HRSIS Staff

SMSgt Mike Courtney – HRSIS Manager - x7122

### **\*\*New DCPDS Self Service User Guide\*\***

A new My Biz/My Workplace Self Service User Guide has been posted to the following URL:

<http://ne.ng.mil/ArmyGuard/Pages/MyBiz.aspx>

Please take the time to review this new updated guide for instructions to access and update your information in My Biz and to access your employees' information in My Workplace.

### **Self Service Email Addresses:**

The My Biz and My Workplace programs have a place for you to enter your work email address in the update my information area. All Technician employees and those AGRs who supervise Technicians must ensure their work email address is updated. This is a priority as HR moves to eOPF (Electronic Official Personnel File). You can update your email address @ <https://compo.dcpds.cpms.osd.mil/>

### **Performance Appraisal Application (PAA)**

Many of you have now logged into either My Biz or My Workplace, and are working in the PAA part. One reminder to all of us, in order for PAA to work properly, every Technician **must have their work email address entered in their account so the notification process will work as designed**. If you are not receiving an email informing you that an action requires your attention or something is being completed with your PAA Plan or Appraisal, then you need to verify that your email address is entered into your account.

In order to do that, log into the DCPDS Portal @ <https://compo.dcpds.cpms.osd.mil/>

Open the My Biz or My Workplace application and look for "Update my Information" link. The block to enter your work email address is right on that screen. Be sure to save your update. I would then go back in and ensure the update was applied to your account by navigating back to that update screen and verifying your email address is there.

As you complete your appraisals, be sure to print a copy and send it to HRO/Benefits and Services section for filing. Whether you are a Technician supervisor or Technician employee, you can view/print any completed Performance plan or Appraisal within PAA at the bottom of the main PAA screen.

Information regarding the PAA in DCPDS along with instructions on how to navigate the Appraisal application is located at this URL under the Performance Management Section.

<http://www.neguard.com/HRO/Technician%20Branch/index.html>

Please be sure to check with HRO if you have any questions regarding PAA.

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## State Personnel

### **HRO-SP Staff**

<b>HR Manager</b>	Ms. Kari Foote	x7130
<b>HR Assistant/Benefits</b>	Mr. Tim Diedrichsen	x7131
<b>HR Assistant/Payroll</b>	Ms. Jessie Bockelman	x7132

## **Charitable Giving Campaign**

The Nebraska State Employee Charitable Giving Campaign is a way that State employees in the Military Department serve the public beyond the job. This year's theme is "Why I Give". We all have different reasons why we give, but when you add them all together it's amazing how we can help individuals in our communities, and even our State as a whole, get through tough times, educate and give children a voice, or assist those dealing with illnesses. These are, of course, just a few reasons why employees give to the Campaign.

If you haven't already, you should receive a pledge sheet and a brochure soon listing all the organizations that receive funding through our Charitable Giving Campaign. If you choose, you may designate one or more specific organizations to receive your contribution or you can contribute to one of the three umbrella agencies. This year the Campaign (2012) will run through August 31st.

Please return your pledge sheet to us in Human Resources – State Personnel – 1300 Military Road in Lincoln (68508), in the envelope provided, no later than August 31st even if you are choosing not to contribute.

If you choose payroll deductions for contributions they will be entered at a later date and will begin with the first check in the 2013 calendar year. If doing payroll deductions, the total payroll Campaign contribution for the year (2013) should be divisible by 24, since the deductions will be taken in 24 pay periods in the calendar year. You can also contribute by check or cash. **If you have any questions about the campaign you can call Tim Diedrichsen at 402-309-7131.**

## **Employee and Supervisor/Manager of the Year**

The Governor of the State of Nebraska traditionally proclaims October as Employee Recognition Month. Nominations have been submitted and selections made for the Governor's Employee Recognition Program. Watch for the future notices about the time and location of agency ceremonies and State ceremonies to honor those selected for Employee and Supervisor/Manager of the Year and those selected as a runner up.

## **Retirement Account Beneficiaries**

It's a good idea to check every so often that you have current beneficiaries on file with the Nebraska Public Employees Retirement System (NPERS) office. You want to be sure that, in the event of your death, the money in your retirement account is going to the correct person. If no beneficiaries are chosen there could be an extra cost for children or spouses because account balances may need to go through the probate process. If you're not sure if you have current beneficiaries or any beneficiaries on file with NPERS, give them a call at 402-471-2053 (toll free at 1-800-245-5712).

In order to establish or change beneficiaries you'll need to complete a form. You can get the Beneficiary Designation form from NPERS website: [www.npers.ne.gov](http://www.npers.ne.gov) (look under Forms – Under Member Info – along the left side), request one from the Retirement office or Human Resources could print one out for you. Complete the form and then go to a notary and sign the form in their presence. Once the form is completed and notarized, mail it to the NPERS address at the top right-hand corner of the form. You could also drop the form off in person at their office. If you mail the form you should call them five to ten days after mailing it to confirm they have the form on file.

## **New Cash Balance Election Period**

Please review the July newsletter that the Nebraska Public Employees Retirement System has published for news on the election that can be made to transfer assets from the Defined Contribution plan to the Cash Balance Plan. Election forms will be available on September 1, 2012.

**Eligible members can opt to transfer from Defined Contribution to Cash Balance during an election period starting September 1, 2012, and ending October 31, 2012.**

If you were hired on or after January 1, 2003, and had not been employed with the State before you would already be in the Cash Balance plan. Also, if you were rehired after a break in State service of more than 120 days but less than 5 years and you had a previous Defined Contribution account, it would have been converted to a Cash Balance account. Call the retirement office to confirm the type of account you have.

If you have questions you can call the Retirement office at 402-471-2053 or toll free at 1-800-245-5712.

To review information about the Cash Balance Plan and about the Election period, you can review the sites below:

<https://npers.ne.gov/whalecomfb0318c98356c576f7c4/whalecom0/SelfService/public/aboutus/news7.jsp>

Direct link to the July Retirement Newsletter that talks about the Election period:

<https://npers.ne.gov/whalecomfb0318c98356c576f7c4/whalecom0/SelfService/public/newsletter/newsletterDC2012July.pdf>

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## **AGR Personnel**

### **Army and Air:**

The AGR Office Staff:

#### **LTC Craig Strong, AGR Manager (402)309-7117**

#### **SFC Jacob Widhalm, Human Resources Assistant, (402)309-7115**

- Army Staffing- vacancy announcements, SF 52
- Mob Aug/ADOS packet review
- Initial Tour Continuation Boards
- Good Conduct Medals
- Air Vacancy Announcements, SF 52
- Air Occasional AGRs
- FTSMCS Leave Administrator

#### **SFC Roger Ramos, Personnel Sergeant, (402)309-7172**

- Army Separations and Retirements
- AGR Travel (DTS)
- AGR Mobilizations
- AGR PCS Manager
- Career Status Bonus Manager

#### **SSG Amber Engelman, Personnel Services Sergeant, (402)309-7123**

- Air staffing and AROWS Orders
- FTE Orders and Tracking
- Army Appointment and Reassignments
- AGR Pay and Entitlement Issues
- Air AGR Appointments and Reassignments

### **Army:**

**Leave Tracking System** – *When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down*

*and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.*

**Reassignments:** - AGR's need to complete DA5960's when reassigned to a new duty location. This will and does affect BAH Rates and Soldiers will incur debts from BAH changes.

**DTS** – All Soldiers need to upload the MOI/LOI into their DTS Authorization request. This includes in-state conferences and training events. Also AGR's need to submit travel requests in a timely manner. Do not wait until the last minute to submit when there are multiple levels of review/approval to include CTO. It is the Soldiers responsibility to make contact with Carlson Travel and ensure their flights/entitlements are reserved and contracted. Battalions and MSC's need to ensure GSA/NTV's are utilized.

**TRICARE Dental Program** – MetLife has begun administering the TRICARE Dental Program effective 1 May 2012. Claims should still be processed through United Concordia. Service Members and family members should have received information from MetLife outlining the change. The transition to MetLife only affects traditional Service Members and their family members and the AGR family members enrolled in the TRICARE Dental Program. AGRs enrolled in the Active Duty Dental Program (ADDP) will not be affected, United Concordia will continue to administer the ADDP.

**Pay and Entitlement Documents** – The following documents are required to be sent thru HRO for processing on all AGRs: Promotion orders, special pay orders, allotments, TSP forms, CSB Redux, DA Form 5960 (BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection and confinement and sick-in-hospital for more than one day, DA Form 4836 Extensions,

**Mob Augmentee** – Mob Augmentees who are continuing on orders in FY 12 need to submit the following documents to the AGR Branch: 350-11, MEDPROS printout, completed DA Form 1058-R, APFT and Height/Weight within 6 months, updated DA Form 5960. Females must have a pregnancy test within 15 days of the start of a tour renewal. Mob Augmentees can register themselves in the AGR leave tracking system. This is the preferred method for the AGR Branch to track leave. The DA Form 31 is still required to be printed and forwarded to Mil Pay.

**Meal collection via 4187** – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

**OCONUS** – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

**PCS** – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

**DD 214** – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Ramos.

**Air:**

**TRIWEST Online Referral / Authorization Submission:** All registered providers on the secure provider portal at [www.triwest.com](http://www.triwest.com) now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the [www.triwest.com/provider](http://www.triwest.com/provider) to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

**Active Duty Dental Program:** Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental.



The website: [www.addp-ucci.com](http://www.addp-ucci.com) further explains how to utilize the program. POC is SFC Whisenhunt, (402) 309-1572.

**TriCare Dental Program:** MetLife's contract to administer the TDP began 01May2012. Until that time claims should be processed through United Concordia as they have in the past. Providers should be sent information, by MetLife, as to what will they will need to do to file claims during the transition. As with United Concordia, the filing of claims is the network provider's responsibility, not the SMs.

The transition to MetLife will only affect Traditional SMs, family members and AGR family members enrolled in the TRICARE Dental Program. SMs (AGRs) in the Active Duty Dental Program (ADDP) will not be affected as United Concordia will continue to administer the ADDP.

The State Medical Benefits Officer is 2LT Nicholas Curto and can be reached at 402-309-1738 or [Nicholas.curto@us.army.mil](mailto:Nicholas.curto@us.army.mil) for further questions and information.

**AGR Dental Updates in DDS Web:** Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager  
NGB/SGPR Office of the Air Surgeon  
3500 Fetchet Ave Andrews AFB, MD. 20762  
DSN: 278-8567, COMM: 301 836-8567, [cynthia.adams@ang.af.mil](mailto:cynthia.adams@ang.af.mil)

**Transition Assistance Advisor:** If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, [bonnie.bessler@us.army.mil](mailto:bonnie.bessler@us.army.mil). Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

**Leave Carryover:** The 75 Day Leave Carryover is extended to 30 September 2013. Visit the following web site for more information: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/75%20day%20Leave%20Accrual%20Carryover%20extended%20to%20September%2030,%202013.pdf>

**Paternity Leave:** The policy concerning Paternity Permissive is: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf>

**Child Care Fee Assistance:** The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: [army.childcare@gsa.gov](mailto:army.childcare@gsa.gov). Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

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## [Equal Employment Office/Diversity/Organizational Development](#)

*(Point of contact for the following information is LaVonne Rosenthal, 309-7108.)*

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